

# **Delaware Valley School District**



## **Administrative and Supervisory**

### **Job Descriptions**

POSITION: **SUPERINTENDENT**

REPORTS TO: Board of Education

**Qualifications:**

1. Certificate – Letter of Eligibility as Superintendent of Schools as issued by the Commonwealth of Pennsylvania
2. Degree(s) – A minimum of a master’s degree with a major area of study in educational administration
3. Experience – Teaching and administrative experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The Superintendent shall:

1. Supervise every district employee either directly or indirectly and will be responsible to provide leadership in developing, achieving, and maintaining the best possible educational program for the citizens and students of the Delaware Valley School District.
2. Communicate effectively in English both orally and in writing on a college level.
3. Read and comprehend written material on a college level.
4. Set an example of a stable emotional climate for parents, staff and students to model.
5. Dress appropriately.
6. Ensure a safe and stable environment for students.
7. Be computer literate.
8. Maintain professional attitudes.
9. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.

## **Duties**

The Superintendent will

1. Implement all policies approved by the Board of Education.
2. Implement all state and federal laws relevant to education.
3. Administer as the chief school administrator all phases of the educational program.
4. Evaluate or cause the evaluations of all district employees.
5. Attend and participate in all meetings of the Board and its committees.
6. Prepare the annual operating budget recommendations and implement the Board approved budget.
7. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary facts, information, and reports as are needed to insure the making of informed decisions.
8. Keep the Board informed of the activities operating under its authority.
9. Coordinate a program of public relations to keep the community well informed of the activities and needs of the school district.
10. Coordinate the Strategic and Comprehensive Plans focusing on the future needs of the Delaware Valley School District.
11. Serve as community liaison to share information with various community organizations.
12. File or cause to be filed all reports required by the State and the School Code.
13. Keep informed of modern educational practices through study by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means and keep the Board informed of trends in education.
14. Act at own discretion if action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.
15. Maintain or cause to be maintained adequate records for the schools including a system of financial accounts, business and property records, personnel, school population and scholastic record.
16. Coordinate representation of an administrative/supervisory staff member to attend all meetings of municipal agencies at which matters pertaining to public schools appear on the agenda or are expected to be raised.
17. Serve as liaison for all construction projects undertaken by the district.
18. Coordinate procedures for the development and assessment of the instructional program.
19. Perform other tasks as assigned by the Board of Education.

## **Evaluation**

Performance of this job will be evaluated by the Board of Education with the Superintendent of Schools. Part of this evaluation will include a review with the Board of the mutually agreed upon goals established on a yearly basis. The Board should meet with the Superintendent a minimum of two times per year in order to discuss district progress on these goals and objectives.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

**POSITION:           The Assistant to the Superintendent for Academic Leadership and Culture**

**REPORTS TO:       Superintendent of Schools**

**Qualifications:**

1. Master's degree required; Doctoral degree preferred.
2. Superintendent Letter of Eligibility required.
3. Minimum of seven years of administrative experience required.
4. Experience with effective oral, written, and electronic communication.
5. Experience working in Pennsylvania public education preferred.
6. Has the ability to perform essential functions.
7. Meet all state and federal qualifications.
8. Possess a satisfactory Act 34 Criminal History Clearance, Act 151 Child Abuse History Clearance, and FBI Fingerprint Clearance.

**Requirements:**

1. Mobile for extended periods of time based upon required tasks.
2. Mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, students, district personnel, and community agencies.

**Essential Functions:**

The Assistant to the Superintendent for Academic Leadership and Culture shall:

1. Communicate effectively in English both orally and in writing on a collegiate level.
2. Read and comprehend written material on a collegiate level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Lead in the development of educational strategies that align with district goals.
7. Supervise such staff as the Superintendent of Schools may designate.
8. Demonstrate an ability to work collaboratively to achieve district goals.

**Duties:**

The Assistant to the Superintendent for Academic Leadership and Culture shall:

1. Serve as the District Assessment Coordinator (DAC).
2. Collaborate with the building leaders, department chairs, and grade-level leaders to analyze local and standardized assessment data to support continuous school improvement and student achievement.

3. Collaborate with the district and building-level administrators to analyze classroom observation data and incorporate staff needs into professional development.
4. Oversee the development, implementation, and monitoring of the district's short-term and long-range instructional goals to improve instructional outcomes measured by state and national standards.
5. Provide building leaders the tools, support, and training they need to increase student achievement by providing high-quality instructional leadership, which includes but is not limited to the following: assessment calendars, vertical teaming, instructional best practices, coaching, and mentorship.
6. Provide support to guide building leaders in the development of school curriculum.
7. Facilitate collaboration among all seven school buildings.
8. Manage the PA-EETEP system, complete the EEAR Report, and the Act 35 Report on an annual basis.
9. Observe all first-year teachers and share observational data with the building leaders to improve instructional practices.
10. Oversee curriculum development and implementation throughout the district.
11. Conduct department chair meetings to collaborate with department leadership and ensure they are informed of issues related to curriculum, instruction, and assessment.
12. Oversee New Teacher Orientation and the Induction Plan.
13. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings, and research.
14. Coordinate, implement, and evaluate the district professional development offerings along with district and building leaders.
15. Attend all meetings of the School Board.
16. Perform all tasks assigned by the Superintendent.

### **Evaluation**

The performance of the position of The Assistant to the Superintendent for Academic Leadership and Culture will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their supervisor in accordance with the essential functions and duties for this position.*

**POSITION:           The Assistant to the Superintendent for Federal Programs and Community Engagement**

**REPORTS TO:        Superintendent of Schools**

**Qualifications:**

1. Master's degree required; Doctoral degree preferred.
2. Superintendent Letter of Eligibility required.
3. Minimum of seven years of administrative experience required.
4. Experience with effective oral, written, and electronic communication.
5. Experience working in Pennsylvania public education preferred.
6. Has the ability to perform essential functions.
7. Meet all state and federal qualifications.
8. Possess a satisfactory Act 34 Criminal History Clearance, Act 151 Child Abuse History Clearance, and FBI Fingerprint Clearance.

**Requirements:**

1. Mobile for extended periods of time based upon required tasks.
2. Mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, students, district personnel, and community agencies.

**Essential Functions:**

The Assistant to the Superintendent for Federal Programs and Community Engagement shall:

1. Communicate effectively in English both orally and in writing on a collegiate level.
2. Read and comprehend written material on a collegiate level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Lead in the development of educational strategies that align with district goals.
7. Supervise such staff as the Superintendent of Schools may designate.
8. Demonstrate an ability to work collaboratively to achieve district goals.

**Duties:**

The Assistant to the Superintendent for Federal Programs and Community Engagement shall:

1. Prepare and maintain federal programs and other grants related to state and federal initiatives, including all Title grants as well as the Perkins grant.
2. Research, write, and maintain additional grant opportunities that benefit district programs.
3. Lead in the development and implementation of the district's Comprehensive and Strategic plans.

4. Coordinate all activities related to the DV Cyber Academy.
5. Monitor all outside cyber programs.
6. Manage the Career and Technical Education Information System (CATS).
7. Oversee the English Language Development (ELD) program.
8. Serve as homeless and foster care liaison, as well as work closely with local community agencies and organizations to support students experiencing educational instability.
9. Oversee home education program.
10. Serve as Director of Attendance, as well as oversee all other aspects of child accounting.
11. Assist in the recruitment of staff members.
12. Promote stakeholder engagement by representing the district on various community boards and associations.
13. Develop and foster partnerships with community organizations and agencies.
14. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings, and research.
15. Serve as Executive Director of the DV Foundation.
16. Serve as Chairman of the DV Hall of Fame Committee.
17. Attend all meetings of the School Board.
18. Perform all tasks assigned by the Superintendent.

### **Evaluation**

The performance of the position of The Assistant to the Superintendent for Federal Programs and Community Engagement will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their supervisor in accordance with the essential functions and duties for this position.*



POSITION: **BUSINESS ADMINISTRATOR/BOARD SECRETARY**

REPORTS TO: Superintendent

**Qualifications:**

1. Bachelor's degree in business administration, business management, education, accounting, or a related field. Master's degree preferred.
2. Minimum three (3) years of experience as a business manager and/or equivalent experience with business and administrative functions including experience in a supervisory capacity.
3. Be able to obtain the required legal bond.
4. Evidence of school and/or business leadership experience.
5. Excellent interpersonal and communication skills.
6. Demonstrated insight, intelligence, and problem-solving ability.
7. Have the ability to perform essential functions.
8. Be an American citizen or qualified alien.
9. All clearances and trainings will be in accordance with state regulations.
10. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The Business Administrator shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff and students to model.
4. Dress appropriately.
5. Be computer literate.
6. Assist in the development of the organization and conduct of the business operation of the Delaware Valley School District.
7. Be responsible for keeping the Superintendent always informed on the status of the business office and its operation.

**Duties**

Business Administrator will:

1. Manage, supervise and/or perform local educational agency required duties, primarily in the following areas:
  - a. Cash Management and Investments
  - b. Debt Service and Capital Fund Management

- c. Financial Accounting/Reporting/Auditing
  - d. Financial Planning and Budgeting
  - e. Food Service Operations Accounting and Reporting
  - f. Insurance/Risk Management
  - g. Office Management
  - h. Payroll Accounting
  - i. Purchasing and Supply Management
  - j. Fixed Assets Management
  - k. Tax Administration and Auditing
2. Serves as an integral part of the decision-making process on many school district issues in consultation with the Superintendent.
  3. Performs duties with awareness of all LEA requirements and policies.
  4. Assumes any other responsibilities as assigned by the Superintendent or designee.
  5. Keep proper records of all proceedings of the Board and provide minutes of these proceedings to the Board in coordination with the Executive Secretary or a designee of the Business Administrator.
  6. Advertise board meetings and committee meetings and communicate the same to the Board.
  7. Act as custodian of papers and board secretary office property including the official seal of the board secretary.
  8. Prepare correspondence on behalf of the board.
  9. Be a signatory for payments, bond issues, contracts, reports and similar documents on behalf of the Board.
  10. Coordinate through effective communication the tax collection process between the taxpayers, tax collectors, county assessment and tax claim offices and other municipalities, independent contractors providing services relating to tax collection and the school district.
  11. Oversee the current accounts of the receiver of taxes, treasurer or school tax collector and the development of reports to the Board on these matters. This would include, but not limited to, current real estate taxes, interim taxes, delinquent taxes, repository sales and real estate transfer taxes.
  12. Act as custodian of all records, papers and property including the official seal of the Board.

**Evaluation:**

Evaluation and performance of the position of Business Administrator/Board Secretary will be evaluated by the Superintendent of Schools.

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POSITION: **DIRECTOR OF ELEMENTARY EDUCATION & TECHNOLOGY/PRINCIPAL OF ELEMENTARY SCHOOLS**

REPORTS TO: The Superintendent

**Qualifications:**

1. A valid Pennsylvania Certificate in Educational Administration or Instructional Technology Specialist Supervisor Certificate as issued by the Commonwealth of Pennsylvania
2. Degree(s) – A minimum of a master's degree with a major area of study in educational administration
3. Teaching and administrative experience required.
4. Excellent public relations and interpersonal skills.
5. Proven record of excellence
6. Experience in various phases of technology
7. Training with computers and administrative/supervisory training
8. Experience in planning for computer use
9. Has the ability to perform essential functions
10. Be an American citizen or qualified alien
11. All clearances and trainings will be in accordance with state regulations.
12. Meet all state and federal qualifications

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks
2. Is mobile to travel distances inside and outside school facilities
3. Able to climb stairs
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid
5. Is able to withstand emotional stress
6. Can tolerate many types of situations and personalities
7. Maintain professional attitude
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies

**Essential Functions:**

The Director of Elementary Education and Technology shall:

1. Communicate effectively in English both orally and in writing on a college level
2. Read and comprehend written material on a college level
3. Set an example of a stable emotional climate for parents, staff, and students to model
4. Dress appropriately

5. Demonstrate appropriate language usage
6. Recommend educational strategies and curriculum adaptations
7. Demonstrate an ability to cooperate toward district goals
8. Supervise such staff as the Superintendent may designate
9. Be able to comprehend technical information relevant to school maintenance and transportation systems
10. Be capable of interpreting and presenting information in a manner which is understandable to the general population.
11. Have the interpersonal skills necessary to work effectively with all levels of personnel
12. Read and research current educational trends and disseminate to staff for curriculum revision
13. Set an example of a stable emotional climate for parents, staff, and students
14. Observe, evaluate and motivate professional and support staff
15. Oversee the gifted education program.
16. Ensure a safe and stable environment for students and staff
17. Lead staff to maximize work efficiency

**Duties:**

The Director of Elementary Education and Technology shall:

1. Supervision of PreK-5 curriculum development and implementation
2. Coordination of the budget development process at all elementary schools
3. Coordination of the PreK-5 educational programs at all elementary schools
4. Establish the guidelines for development of student and teacher schedules
5. Observation of one class of all first-year teachers, including special education teachers and “at risk” teachers in grades Pre K-5
6. Coordination of administrative vacations and conferences for administrators and staff at the elementary level
7. Coordination with the principals of extracurricular activities in grades Pre K-5
8. Coordination of staffing recommendations for budget development.
9. Provide leadership to all elementary administrators and schools
10. Coordination of the scheduling process at all elementary schools
11. Coordination of screening procedures for administrative, professional, and classified staff used in the selection of personnel at the elementary level
12. Conduct the final interviews of candidates for professional and classified candidates for all positions Pre K–5
13. Coordinate reporting of assessment data as required by federal and state laws
14. Coordinate and oversee the collection of data into the school district’s database Pre K-5
15. Oversee educational network tech support
16. Oversee educational network server support

17. Oversee administration tech support
18. Oversee administration server support
19. Prepare technology grants
20. Prepare technology budget
21. Research and purchase new equipment, software, etc.
22. Assess service contracts relating to technology
23. Oversee Universal Service fund (E-Rate)
24. Oversee PIMS
25. Oversee the integration of technology into curriculum K-12
26. Assist in the development and implementation of the district's Comprehensive and Strategic Plans
27. Explore future technology initiatives
28. Investigate innovative programs and practices for K-5 students to improve student performance
29. Function as the liaison with Intermediate Unit 20 in matters related to technology
30. Assist in the implementation of the New Teacher Orientation Plan
31. Attend all meetings of the Board
32. Perform all tasks assigned by the Superintendent.

**Evaluation:**

The performance of the Director of Elementary Education and Technology will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

The director of elementary education umbrella includes:

- Ch 16 – gifted education

POSITION: **DIRECTOR OF SUPPORT SERVICES**

REPORTS TO: Superintendent of Schools

**Qualifications:**

1. Experience in management and administration
2. Experienced presenter of training
3. Excellent public relations skills and interpersonal skills
4. Proven record of excellence
5. Ability to perform essential functions
6. Be an American citizen or qualified alien
7. All clearances and trainings will be in accordance with state regulations.
8. Meet all state and federal qualifications

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The Director of Support Services shall:

1. Communicate effectively in English both verbally and in writing.
2. Be able to comprehend technical information relevant to school maintenance and transportation systems.
3. Be capable of interpreting and presenting technical information in a manner which is understandable to the general population.
4. Have the interpersonal skills necessary to work effectively with all levels of personnel.
5. Read and research current educational trends relevant to the various aspects of the position and disseminate pertinent information to staff.
6. Set an example of a stable emotional climate for parents, staff, and students to model.
7. Observe, evaluate, and motivate support staff.
8. Prepare an adequate budget to meet the needs of the District's Facilities and Transportation.
9. Ensure a safe and stable environment for students and staff.
10. Lead staff to maximize work efficiency.
11. Must be computer literate.

### **Duties:**

The Director of Support Service shall:

1. Act as an advisor in matters related to this position, i.e. new construction projects and Waste Water Treatment Plant Operation.
2. Attend all meetings as are necessary.
3. Plan, direct, coordinate, and participate in the recruitment of staff.
4. Make recommendations for necessary policies and procedures in transportation, facilities and attendance.
5. Conduct research in regard to personnel including salary, standards, and current trends.
6. Assume responsibility for budget development and long-range planning in transportation, buildings, grounds, and maintenance.
7. Administer the student transportation program including:
  - ♦ Implementation of routes and time schedules
  - ♦ Development of rosters
  - ♦ Recommendations on the addition or deletion of buses
  - ♦ Coordination of bus safety programs, K-12
8. Schedule and assign personnel and vehicles for athletic and field trips.
9. Manage fleet services.
10. Observe and evaluate bus drivers, bus monitors, maintenance, custodial and secretarial staff.
11. Maintain records of and be responsible for the proper licensing of all bus/van drivers, insurance, and all required background and drug and alcohol testing.
12. Prepare local and state accident reports for all accidents involving district vehicles.
13. Administer the student registration program.
14. Conduct in-service programs that promote the health and safety of all students and other topics as directed.
15. Conduct driver training and retraining programs for bus/van drivers.
16. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings, and research.
17. Act as liaison to communicate with parents and community regarding issues of transportation, attendance, and facilities.
18. Perform such other tasks and assume such other classified responsibilities the Superintendent may assign.
19. Manage Building Use Requests to assure staff coverage.
20. Manage and assign Work Orders and Preventative Maintenance Work Orders.
21. Prepare bi-weekly payroll.

### **Evaluation:**

The performance of the Director of Support Services will be evaluated by the Superintendent of Schools.

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POSITION: **DIRECTOR OF HUMAN RESOURCES**

REPORTS TO: Superintendent

**Qualifications:**

1. Degree(s) – A minimum of a master's degree with a major area of study in educational administration or human resource management certificate preferred
2. Experience in various phases of human resource management
3. Ability to communicate effectively (oral, electronic, and written)
4. Experience in planning for computer use
5. Ability to perform essential functions
6. Be an American citizen or qualified alien
7. All clearances and trainings will be in accordance with state regulations.
8. Meet all state and federal qualifications

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks
2. Is mobile to travel distances inside and outside school facilities
3. Able to climb stairs
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid
5. Is able to withstand emotional stress
6. Can tolerate many types of situations and personalities
7. Maintain professional attitude
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies

**Essential Functions:**

The Director of Human Resources shall:

1. Communicate effectively in English both orally and in writing on a college level
2. Read and comprehend written material on a college level
3. Set an example of a stable emotional climate for parents, staff, and students to model
4. Dress appropriately
5. Demonstrate appropriate language usage
6. Demonstrate an ability to cooperate toward district goals
7. Supervise such staff as the Superintendent may designate
8. Demonstrate an ability to work collaboratively to achieve district goals.

**Duties:**

The Director of Human Resources shall:

1. Coordinate/oversee staff development and professional staff induction.



2. Oversee the recruitment, selection, assignment, and evaluation of personnel in conjunction with other appropriate administrators and supervisors
3. Oversee all aspects of substitute employees, student teachers, interns and volunteers
4. Participate in labor negotiations for all employee groups
5. Implement and administer terms of labor contracts and agreements
6. Serve as lead person on all human resources/labor issues
7. Oversee personnel files and employee attendance system
8. Work closely with business office on payroll and benefits
9. Ensure compliance with all federal, state and district policies regarding employment matters including workers' compensation, FMLA and healthcare reform
10. Function as the liaison with Intermediate Unit 20 in matters related to human resources
11. Function as liaison to PDE and Department of Labor for employment/labor issues
12. Serve as the Title IX, ADA, and Civil Rights Officer
13. Oversee district's health, wellness, safety and security programs and the school police department
14. Serve as executive director of the Delaware Valley Foundation
15. Attend all meetings of the Board
16. Perform all tasks assigned by the Superintendent.

**Evaluation:**

The performance of the Director of Human Resources will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

**POSITION: Director of Mental Health and Student Support Services**

**REPORTS TO: Superintendent of Schools**

**Qualifications:**

1. Master's degree required; Doctoral degree preferred.
2. Principal K-12 and Supervisor of Special Education PK-12 certification required.
3. Three to five years of administrative experience in special education required.
4. Experience with effective oral, written, and electronic communication.
5. Experience working in Pennsylvania public education preferred.
6. Has the ability to perform essential functions.
7. Meet all state and federal qualifications.
8. Possess a satisfactory Act 34 Criminal History Clearance, Act 151 Child Abuse History Clearance, and FBI Fingerprint Clearance.

**Requirements:**

1. Mobile for extended periods of time based upon required tasks.
2. Mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, students, district personnel, and community agencies.

**Essential Functions:**

The Director of Mental Health and Student Support Services shall:

1. Communicate effectively in English both orally and in writing on a collegiate level.
2. Read and comprehend written material on a collegiate level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Lead in the development of educational strategies that align with district goals.
7. Supervise such staff as the Superintendent of Schools may designate.
8. Demonstrate an ability to work collaboratively to achieve district goals.

**Duties:**

The Director of Mental Health and Student Support Services shall:

1. Lead district mental health initiatives by collaborating with students, families, teachers, and administrators to identify and address the social/emotional, mental health, and wellness needs of students through collaboration with school-based and community mental health professionals.
2. Oversee the Community and School Based Behavioral Health Services and facilitate the coordination of school-based wraparound services.

3. Conduct regular team meetings with counselors, nurses, social workers, and school psychologists for the purpose of coordinating the implementation of programs and services.
4. Oversees the coordination of Student Assistance Program processes for the district.
5. Oversees the coordination and implementation of the Multi-Tiered System of Supports for the district.
6. AEDY program administrator to ensure compliance and continued improvements in student support systems. Meet with AEDY staff and lead professional development for staff.
7. Serve as the district's 504 Coordinator for students.
8. Serve as the district's Gifted Coordinator for students.
9. Conduct or arrange for professional development to ensure staff are current with best practices in mental health, interventions, and student academic and behavior supports.
10. Confer with parents of students in need of additional supports to foster cooperation between home and school and facilitate increased parent engagement for the district.
11. Investigate, recommend and/or assign appropriate programs and related services for designated students and facilitate the placement of students in general education outside the district.
12. Oversee districtwide suicide prevention and awareness programs/activities.
13. Oversee homebound instruction for the district.
14. Maintain and expand upon professional resources for staff and families.
15. Assist in the screening and selecting of new staff members.
16. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings, and research.
17. Identify the district's needs as they pertain to programs and services for designated students and make appropriate recommendations which ensure compliance with federal and state mandates.
18. Serve as district liaison and attend meetings with Mental Health / Disability Services, Systems of Care, IU 20, HEAL PA, and/or other interagency collaboration meetings.
19. Chair the district wellness committee.
20. Oversee and evaluate nurses, social workers, and counselors for the district.
21. Attend all meetings of the School Board.
22. Perform all tasks assigned by the Superintendent.

### **Evaluation**

The performance of the position of Director of Mental Health and Student Support Services will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their supervisor in accordance with the essential functions and duties for this position.*

**POSITION: The Supervisor of Special Education PK-12**

**REPORTS TO: Superintendent of Schools**

**Qualifications:**

1. Master's degree required; Doctoral degree preferred.
2. Supervisor of Special Education PK-12 certification required.
3. Three to five years of administrative experience in special education required.
4. Experience with effective oral, written, and electronic communication.
5. Experience working in Pennsylvania public education preferred.
6. Has the ability to perform essential functions.
7. Meet all state and federal qualifications.
8. Possess a satisfactory Act 34 Criminal History Clearance, Act 151 Child Abuse History Clearance, and FBI Fingerprint Clearance.

**Requirements:**

1. Mobile for extended periods of time based upon required tasks.
2. Mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, students, district personnel, and community agencies.

**Essential Functions:**

The Supervisor of Special Education PK-12 shall:

1. Communicate effectively in English both orally and in writing on a collegiate level.
2. Read and comprehend written material on a collegiate level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Lead in the development of educational strategies that align with district goals.
7. Supervise such staff as the Superintendent of Schools may designate.
8. Demonstrate an ability to work collaboratively to achieve district goals.

**Duties:**

The Supervisor of Special Education PK-12 shall:

1. Oversee the coordination and development of special education programs for the school district.
2. Coordinate special education programs for students placed inside and outside the district.
3. Monitor the implementation and timely preparation of special education evaluations and IEPs.

4. Assist with staff development programs for New Teacher Orientation and Teacher In-Service Days.
5. Confer with parents of students in need of special education to foster cooperation between home and school district.
6. Investigate, recommend and/or assign appropriate special education programs and related services for designated students and facilitate the placement of students in special education programs within and outside the district.
7. Communicate with the district administration regarding the understanding of the points of view, needs, and problems of personnel assigned for supervision.
8. Assist in the screening and selecting of new employees.
9. Engage in a dispute resolution process to resolve parent/guardian concerns.
10. Negotiate dispute resolution and coordinate legal services, as needed.
11. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings, and research.
12. Implement school board policies, special education laws and regulations, and collective bargaining agreement procedures.
13. Prepare state and federal reports or compile data for specific reports as necessary.
14. Function as the liaison with Intermediate Unit 20 in matters related to special education.
15. Coordinate, schedule, supervise and evaluate special education, speech/language, psychological and related student services personnel.
16. Complete a comprehensive annual report for the Board of Education regarding all special education.
17. Implement all legal requirements regarding students with disabilities, including filing all required reports in a timely manner.
18. Electronically sign district-wide Notice of Recommended Educational Placements (NOREPs).
19. Develop systems to orient teachers regarding the knowledge and skills required to use the prescribed curriculum, instructional procedures, and student performance evaluation systems in the appropriate manner.
20. Develop projections of class size, groupings, and staffing needs for budgeting and planning purposes.
21. Oversee the coordination of special education related services with Intermediate Unit and/or private contractors.
22. Oversee Medical ACCESS billing and compliance.
23. Coordinate the transition for students coming from early Intervention.
24. Oversee the coordination of programs for Extended School Year and Extended Learning Academy.
25. Attend IEP meetings and other student-centered meetings as necessary to resolve issues and insure the appropriate development and implementation of programs and services.
26. Serve as district Pennsylvania Alternate System of Assessment (PASA) coordinator.
27. Supervise the development of the annual budget for the special education department.
28. Attend all meetings of the School Board.
29. Perform all tasks assigned by the Superintendent.

### **Evaluation**

The performance of the position of The Supervisor of Special Education PK-12 will be evaluated by the Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their supervisor in accordance with the essential functions and duties for this position.*

POSITION: **HIGH SCHOOL PRINCIPAL**

REPORTS TO: The Assistant to the Superintendent for Academic Leadership and Culture

**Qualifications:**

1. Valid Pennsylvania Secondary Principal certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The High School Principal shall:

1. Communicate effectively in English both orally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and extra-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The High School Principal Grades shall:

1. Act in an advisory capacity to the Assistant to the Superintendent for Academic Leadership and Culture on all matters pertaining to the high school.

2. Assist the Assistant to the Superintendent for Academic Leadership and Culture in the interviewing of all applicants for any position within the high school and formulate a recommendation of the employment of same.
3. Be responsible to the Assistant to the Superintendent for Academic Leadership and Culture for the organization and administration of the high school and keep the Assistant to the Superintendent for Academic Leadership and Culture informed as to the functioning of the school, activities, and needs.
4. Observe and evaluate tenured teachers and non-tenured teachers as set forth in the Delaware Valley School District's Differentiated Supervision Model.
5. Recommend to the Assistant to the Superintendent for Academic Leadership and Culture proper textbooks, reference books, supplies, supplementary materials for purchase, and be responsible for the requisition of same.
6. Provide input into the development of the Delaware Valley School District budget.
7. Promote and supervise a program of curriculum development in the High School.
8. Be responsible for the interview of all potential substitute teachers and make a recommendation to the Assistant to the Superintendent for Academic Leadership and Culture regarding substitute teacher employment.
9. Make pupil assignments that are in the best interests of each individual pupil in the school district within the guidelines of the Board policy.
10. Be responsible for the carrying out of all Board policies and administrative regulations.
11. Be responsible for the development of schedules for all teachers and students.
12. Be responsible for the Student Assistance Team at the High School.
13. Coordinate the Advance Placement Program with the 9/10 Principal.
14. Work with the Assistant to the Superintendent for Academic Leadership and Culture to coordinate the co-curricular programs at the High School
15. Supervise and work with the Athletic Director to supervise high school coaches.
16. Plan and hold any meetings of staff as needed.
17. Work cooperatively with the custodians of the high school and be their immediate supervisor in conjunction with the custodial supervisor.
18. Be responsible for the conduct, attendance, health and welfare of all high school students and high school staff members.
19. Be responsible for the submission of any and all reports as required by the State Department of Education and/or the Assistant to the Superintendent for Academic Leadership and Culture.
20. Supervise and attend department meetings.
21. Be responsible for:
  - a. Registration of new students;
  - b. Fire and weather drills;
  - c. School activities and exhibits;
  - d. Coordinating parent/teacher activities;
  - e. Coordinating building transportation and cafeteria procedure with the appropriate supervisor.



22. Attend any meeting as directed by the Superintendent of Schools and the Assistant to the Superintendent for Academic Leadership and Culture.
23. Assist the Assistant to the Superintendent for Academic Leadership and Culture with the Supervision of the Career Tech Program to assure all Vocational 339 Regulations are met.
24. Perform any other duties as may be assigned by the Superintendent and the Assistant to the Superintendent for Academic Leadership and Culture.

**Evaluation**

Performance of the position of High School Principal will be evaluated by the Superintendent of Schools and/or Assistant to the Superintendent for Academic Leadership and Culture.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: **SPECIAL EDUCATION ASSISTANT PRINCIPAL (Grades 9-12)**

REPORTS TO: High School Principal

**Qualifications:**

1. Valid Pennsylvania Principal Certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The Special Education Assistant Principal shall:

1. Communicate effectively in English both orally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and co-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The Special Education Assistant Principal shall:

1. Act in an advisory capacity to the High School Principal, Supervisor of Secondary Special Education and Director of Secondary Education.
2. Be responsible to assume the duties of the High School Principal or Supervisor of Secondary Special Education in their absence or at their request.
3. Assist in the development, evaluation, and improvement of the high school instructional program.
4. Work closely with outside agencies that can be of service to special education students and families.
5. Observe and conduct walk-throughs of tenured teachers and non-tenured teachers.

6. Attend weekly meeting with Special Education Administrators.
7. Coordination of state testing including assignment of testing accommodations, room assignments and proctors.
8. Attend Transfer IEP Meetings and assign case managers for high school special education transfer students.
9. Serve as LEA for high school special ed meetings.
10. Serve as coordinator of Section 504/Chapter 15 for high school students.
11. Work with students with chronic behaviors and their families to seek positive solutions.
12. Oversee high school counselor role in special ed and 504/Chapter 15 processes.
13. Coordinate with the Special Ed Office to assign instructional assistants schedules and duties.
14. Participate in SAIP Meetings for high school special education students.
15. Be responsible for the implementation of the high school/middle school discipline code and be responsible for advising staff members regarding discipline code and alternative disciplinary practices.
16. Coordinate the Peer Buddies Program.
17. Be responsible for the discipline of students with IEP's to insure that IDEA and state mandates are followed as they relate to the disciplinary matters. This will be done in coordination with the High School Assistant Principal.
18. Supervise and attend all department meeting for the following departments: High School Special Education and others as assigned.
19. Assist with high school discipline when needed.
20. Work with the special education students on their transition into the Career Tech Programs.
21. Work with the High School Principal to coordinate the Student Assistance Program (SAP Team) at the high school.
22. Be responsible for assisting in the development of the master schedule for the high school.
23. Keep abreast of changes in educational programs, educational methods, requirements and techniques and utilize those, which will assist in improving the high school programs. Be involved in the curriculum process for special education, remedial programs, and transitional programs.
24. Attend any meeting as directed by the High School Principal, Director of Secondary Education and/or Supervisor of Secondary Special Education.
25. Perform any other duties as may be assigned by the High School Principal, Supervisor of Secondary Special Education, Director of Secondary Education and/or Superintendent of Schools.

### **Evaluation**

Performance of the position of Special Education Assistant Principal will be evaluated by the High School Principal, Director of Secondary Education and/or Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: **HIGH SCHOOL ASSISTANT PRINCIPAL**

REPORTS TO: Building Principal

**Qualifications:**

1. Valid Pennsylvania Secondary Principal Certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The High School Assistant Principal shall:

1. Communicate effectively in English both orally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and extra-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The High School Assistant Principal shall:

1. Act in an advisory capacity to the High School Principal on all matters pertaining to the high school.
2. Be responsible to assume the duties of the principal in the Principal's absence or at the Principal's request.
3. Assist in the development, evaluation, and improvement of the high school instructional program.
4. Be responsible for public relations contacts and projects within the high school.

5. Conduct observations and walk-throughs of teachers as assigned by the Principals following the Delaware Valley School District Differentiated Supervision Model.
6. Establish and maintain a system for the dissemination and control of student lockers.
7. Be responsible for the implementation of the high school discipline code and be responsible for advising staff members regarding discipline code and alternative disciplinary practices.
8. Be responsible for the supervision of student daily attendance.
9. Supervise extracurricular activities in the high school as directed by the Principal.
10. Work with the Principal to supervise the High School Deans who are responsible for the handling of minor discipline to include attendance and tardy students, detentions, and bus discipline.
11. Supervise and attend department meetings as directed by the Principal.
12. Work with the Principal to supervise the High School Deans who are responsible for the handling of minor discipline to include attendance, and tardy students, detentions, and bus discipline.
13. Work with the Director of Support Services in coordinating bus safety and discipline.
14. Be responsible for assisting in the development of the master schedule for the high school.
15. Be responsible for assisting in the development of the high school budget.
16. Be responsible for monitoring the compliance of board policies.
17. Keep abreast of changes in educational programs, educational methods, requirements and techniques and utilize those which will assist in improving the high school program and involved in the curriculum process.
18. Be responsible for the submission of any and all reports as required by the State Department of Education and/or the Superintendent of Schools.
19. Attend any meeting as directed by the Superintendent of Schools and/or Principal.
20. Perform any other duties as may be assigned by the Principal, Assistant to the Superintendent for Academic Leadership and Culture, and/or Superintendent of Schools.

### **Evaluation**

Performance of the position of High School Assistant Principal will be evaluated by the Principal, Assistant to the Superintendent of Academic Leadership and Culture, and Superintendent of Schools.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: **MIDDLE SCHOOL PRINCIPAL**

REPORTS TO: The Assistant to the Superintendent of Academic Leadership and Culture

**Qualifications:**

1. Valid Pennsylvania Elementary and/or Secondary Principal Certificate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community service agencies.

**Essential Functions:**

The Middle School Principal shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and extra-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The Middle School Principal shall:

1. Act in an advisory capacity to the Assistant to the Superintendent for Academic Leadership and Culture on all matters pertaining to the middle school.

2. Assist the Assistant to the Superintendent for Academic Leadership and Culture in interviewing all applicants for any position within the middle school and formulate a recommendation on the employment of same.
3. Be responsible to the Assistant to the Superintendent for Academic Leadership and Culture for the organization and administration of the middle school and keep the Assistant to the Superintendent for Academic Leadership and Culture informed as to the functioning of the school, activities, and needs.
4. Observe all tenured teachers one time and all non-tenured teachers three times during the school year, be responsible for submitting a report to the Assistant to the Superintendent for Academic Leadership and Culture for each classroom teacher as per Delaware Valley School District Administrative Regulation on Evaluation.
5. Recommend to the Assistant to the Superintendent for Academic Leadership and Culture proper textbooks, reference books, supplies, supplementary materials for purchase and be responsible for the requisition of the same.
6. Provide input into the development of the Delaware Valley School District budget.
7. Promote and supervise a program of curriculum development in middle schools.
8. Be responsible for the interview of all potential substitute teachers and make a recommendation to the Assistant to the Superintendent for Academic Leadership and Culture regarding substitute teacher employment.
9. Make pupil assignments that are in the best interests of each individual pupil in the school district within the guidelines of Board policy.
10. Be responsible for the carrying out of all Board policies and administrative regulations.
11. Be responsible for the development of schedules for all teachers.
12. Be responsible for assisting in the in-service program.
13. Be responsible for the planning and direction of the middle school testing program.
14. Plan and hold any meetings of staff as needed.
15. Work cooperatively with the custodians of all the middle school and be their immediate supervisor in conjunction with the custodial supervisor.
16. Be responsible for the conduct, attendance, health and welfare of all middle school students and staff members.
17. Be responsible for the submission of any and all reports required by the State Department of Education and/or the Assistant to the Superintendent for Academic Leadership and Culture.
18. Be responsible for:
  - a. registration of new students,
  - b. fire and air raid drills,
  - c. school activities and exhibits,
  - d. coordinating parent-teacher conferences
  - e. coordinating building transportation and cafeteria procedure with appropriate supervisors.
19. Attend any meeting as directed by the Superintendent of Schools and the Director of Secondary Education.

20. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings and research.
21. Perform any other duties as may be assigned by the Superintendent and the Assistant to the Superintendent for Academic Leadership and Culture.

**Evaluation:**

Performance of the position of Middle School Principal will be evaluated by the Superintendent of Schools and/or Assistant to the Superintendent for Academic Leadership and Culture.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*



POSITION: **MIDDLE SCHOOL ASSISTANT PRINCIPAL**

REPORTS TO: Building Principal

**Qualifications:**

1. Valid Pennsylvania Elementary and/or Secondary Principal Certificate.
2. Have the ability to perform essential functions
3. Be an American citizen or qualified alien
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community service agencies.

**Essential Functions:**

The Middle School Assistant Principal shall:

1. Communicate effectively in English both orally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and extra-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The Middle School Assistant Principal shall:

1. Act in an advisory capacity to the principal on all matters pertaining to the middle school.
2. Be responsible to assume the duties of the Principal in the Principal's absence or at the Principal's request.

3. Assist in the development, evaluation, and improvement of the middle school instructional program.
4. Be responsible for public relations contacts and projects within the middle school.
5. Observe teachers as assigned by the principal for not less than one full period and be responsible to submit an evaluation to the teacher observed and a copy of the evaluation to the principal.
6. Establish and maintain a system for the dissemination and control of student lockers.
7. Be responsible for the implementation of the middle school discipline code and be responsible for advising staff members regarding discipline code and alternative disciplinary practices.
8. Be responsible for the supervision of student daily attendance.
9. Supervise extra-curricular activities in the middle school as directed by the Principal.
10. Work with the Director of Support Services in coordinating bus safety and discipline.
11. Be responsible for assisting in the development of the master schedule for the middle school.
12. Be responsible for assisting in the development of the middle school budget.
13. Perform any other duties as may be assigned by the Principal.
14. Keep abreast of changes in educational programs, educational methods, requirements, and techniques and utilize those which will assist in improving the middle school program and involved in the curriculum process.
15. Be responsible for the submission of any and all reports as required by the State Department of Education and/or the Superintendent of Schools.
16. Attend any meeting as directed by the Principal, Director of Secondary Education, and/or Superintendent of Schools.
17. Perform any other duties as may be assigned by the Principal, Director of Secondary Education, or Assistant Superintendent of Schools.
18. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings and research.

**Evaluation:**

Performance of the position of Middle School Assistant Principal will be evaluated by the Principal.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION:           **ELEMENTARY SCHOOL PRINCIPAL**

REPORTS TO:       Director of Elementary Education

**Qualifications:**

1. Valid Pennsylvania Elementary and/or Secondary Principal Certificate.
2. Have the ability to perform essential functions
3. Be an American citizen or qualified alien
4. Possess a satisfactory Criminal and Child Abuse History Clearance All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community service agencies.

**Essential Functions:**

The Elementary School Principal shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and research current educational trends and disseminate to staff for curriculum revision.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Observe, evaluate, and motivate professional and support staff.
5. Prepare an adequate budget to meet the needs of the building and educational and extra-curricular programs.
6. Disseminate information to the media to enhance the school's image in the community.
7. Ensure a safe and stable environment for students.
8. Lead staff to maximize each student's potential.
9. Be computer literate.

**Duties:**

The Elementary School Principal shall:

1. Act in an advisory capacity to the Director of Elementary Education on all matters pertaining to the elementary school.

2. Assist the Director of Elementary Education in interviewing all applicants for any position within the elementary school and formulate a recommendation on the employment of same.
3. Be responsible to the Director of Elementary Education for the organization and administration of the elementary school and keep the Director of Elementary Education informed as to the functioning of the school, activities, and needs.
4. Observe all tenured teachers one time and all non-tenured teachers two times during the school year, be responsible for submitting a report to the Director of Elementary Education for each classroom teacher as per Delaware Valley School District Administrative Regulation on Evaluation.
5. Recommend to the Director of Elementary Education proper textbooks, reference books, supplies, supplementary materials for purchase and be responsible for the requisition of the same.
6. Provide input into the development of the Delaware Valley School District budget.
7. Promote and supervise a program of curriculum development in the elementary schools.
8. Be responsible for the interview of all potential substitute teachers and make a recommendation to the Director of Elementary Education regarding substitute teacher employment.
9. Make pupil assignments that are in the best interests of each individual pupil in the school district within the guidelines of Board policy.
10. Be responsible for the carrying out of all Board policies and administrative regulations.
11. Be responsible for the development of schedules for all teachers.
12. Be responsible for assisting in the in-service program.
13. Be responsible for the planning and direction of the elementary school testing program.
14. Plan and hold any meetings of staff as needed.
15. Work cooperatively with the custodians in the elementary school and be their immediate supervisor in conjunction with the Director of Support Services.
16. Be responsible for the conduct, attendance, health and welfare of all elementary school students and staff members.
17. Be responsible for the submission of any and all reports required by the State Department of Education and/or the Director of Elementary Education.
18. Be responsible for:
  - a. registration of new students,
  - b. emergency drills,
  - c. school activities and exhibits,
  - d. coordinating parent-teacher conferences
  - e. coordinating building transportation and cafeteria procedure with appropriate supervisors.
19. Attend any meeting as directed by the Superintendent of Schools and the Director of Elementary Education.
20. Demonstrate evidence of professional growth and improvement through attendance at conferences, workshops and/or seminars, readings and research.

21. Perform any other duties as may be assigned by the Superintendent and the Director of Elementary Education.

**Evaluation:**

Performance of the position of Elementary School Principal will be evaluated by the Superintendent of Schools and/or Director of Elementary Education.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: **ADMINISTRATIVE MATHEMATICS COORDINATOR**

REPORTS TO: Building Principal and/or the Director of Elementary Education, and/or the Assistant to the Superintendent for Academic Leadership and Culture

**Qualifications:**

1. A Bachelors degree required.
2. Valid Pennsylvania Principal Certificate.
3. Experience in mathematics instruction.
4. A degree in mathematics field or training in mathematics with administrative or supervisory training.
5. Experience in planning mathematics programs.
6. Ability to plan and implement programs.
7. Have the ability to perform essential functions.
8. Be an American citizen or qualified alien.
9. All clearances and trainings will be in accordance with state regulations.
10. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.

**Essential Functions:**

The Mathematics Coordinator shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend educational strategies and curriculum adaptations.
7. Demonstrate an ability to cooperate toward district goals.
8. Judgmental decisions affecting other certificated, professional staff may not be made.

**Duties:**

The Mathematics Coordinator will:

1. Preparation. Will demonstrate the ability to prepare, plan and use effectively instructional lessons appropriate to this teaching assignment.
2. Technique. Will demonstrate the ability to use effective teaching techniques to enhance student learning.
3. Pupil Reaction. Will encourage positive student/teacher relationships.
4. Personality. Will be able to respond effectively to appropriate administrators and supervisors.
5. Attitude. All professional staff should display positive attitudes towards achieving educational goals.
6. Ability to cooperate. All professional staff should demonstrate the ability to cooperate with others.
7. Communication. Will demonstrate the ability to communicate effectively with students, fellow faculty members and administrators.
8. Physical characteristics. Shall give adequate attention to personal and physical characteristics.
9. Professionalism. Will strive for continued professional growth opportunities.
10. Coordinate state and federally mandated mathematics testing and remediation.
11. Identify needs and plan for training of district staff needs.
12. Organizes and conducts regular mathematics department meetings.
13. Represents the district as a liaison to other districts or appropriate agencies.
14. Develop short-term and long-term goals for mathematics.
15. Monitor student progress in achieving goals of mathematics.
16. Disseminates information on relevant mathematics issues.
17. Act as liaison for state and federal agencies providing funding for mathematics and oversee the development of applications to obtain funding for improvement of mathematics in the district.
18. Observes and evaluates mathematics teachers district-wide.

### **Evaluation**

Observations and evaluation will be done according to Form 82-2 Administrative Evaluation Plan.

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**POSITION: ATHLETIC DIRECTOR**

**REPORTS TO:** Assistant to the Superintendent for Academic Leadership and Culture & HS/MS Principals

**Qualifications:**

1. Pennsylvania administrative certification preferred.
2. Master's degree in some phase of teaching preferred.
3. Experience in athletic administration and/or coaching experience.
4. Have the ability to perform essential functions.
5. Posses First Aid, CPR and AED certifications.
6. Meet all state and federal qualifications.
7. All clearances and trainings will be in accordance with state regulations.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Can perceive speech or the nature of sounds in the air with or without hearing aid.
4. Is able to withstand emotional stress.
5. Can tolerate many types of situations and personalities.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, and district personnel and community agencies.

**Essential Functions:**

The Athletic Director shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend educational strategies and curriculum adaptations.
7. Demonstrate an ability to cooperate toward district goals.

**Duties:**

The Athletic Director will:

1. Plan, coordinate, supervise, and control all scheduling of athletic events, officials, game preparations, and other matters concerning the efficient management of the intramural and interscholastic contests.
2. Plan, coordinate, supervise, and control the ordering, maintaining, reconditioning, storage, and inventory of equipment and supplies for all sports.
3. Promote and disseminate publicity for all sports programs through the building principals.



4. Plan, coordinate, supervise, and control all athletic budgets and expenditures through the business manager.
5. Observe and evaluate all athletics personnel.
6. Maintain district Concussion database.
7. Oversee district-wide maintenance of Automated External Defibrillators (AEDs).
8. Plan and organize the following:
  - a. Coordinating all sporting events
  - b. Scheduling games, officials and transportation
  - c. Preparing fields
  - d. Attending meetings
  - e. Arranging athletic physicals
  - f. Scheduling gyms, fields, pool and other athletic facilities
  - g. Rescheduling events
  - h. Observe and assess all athletic programs
  - i. Develop budget with coaches
  - j. Make recommendations to the building principals
  - k. Schedule for cleaning and reconditioning equipment
  - l. Maintain medical supplies and medical coverage
  - m. Prepare all requisitions for ordering materials, supplies, and equipment.
  - n. Prepare and maintain equipment inventory
  - o. Plan awards programs and banquets
  - p. Coordinate publicity and public relations
  - q. Order and account for tickets
  - r. Prepare annual bids
  - s. Prepare purchase orders
  - t. Recommend coaches
  - u. Schedule practice sites and times
9. Do and direct the following:
  - a. Supervise games and game day personnel
  - b. Keep activities calendar
  - c. Maintain eligibility lists
  - d. Coordinate drug testing program
  - e. Maintain and submit proper LIAA, District II and PIAA forms
  - f. Attend all home contests or designate a person(s) to provide supervision
  - g. Attend away contests as needed
  - h. Serve as liaison to booster clubs
  - i. Communicate with other schools, the LIAA and District II
  - j. Prepare bills for payment
  - k. Complete financial forms
10. Collaborate with P.E. department chair, who oversees physical education and health education (K-12) programs.
11. Serve as Title IX Officer and complete all Title IX reporting.

12. Collaborate with counselors, coaches, teachers, students and parents to facilitate participation in college athletics including NCAA clearinghouse and grant-in-aid/scholarship opportunities if applicable.
13. Supervise secretary, athletic trainers, EMT's, and pool supervisor.
14. Serve on district wellness committee
15. Work closely with the Director of Support Services regarding facilities and transportation.
16. Work closely with principals regarding teams and programming.
17. Enforcement of student athletic code of behavior
18. Oversight of all safety procedures and education/training including concussion management
19. Utilize chain of command: coach, AD, principal, then director of secondary education.
20. Other duties as assigned.

### **Evaluation**

Performance of the position of Athletic Director will be evaluated by the Assistant to the Superintendent for Academic Leadership and Culture.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION:           **CAFETERIA SUPERVISOR**

REPORTS TO:        Business Administrator Regarding Financial Matters  
                          Director of Human Resources Regarding Personnel

**Qualifications:**

1. ADA Certificate
2. Plus, either:
  - a. Graduation from a registered or regionally accredited four-year college or university with a bachelor's degree in nutrition, dietetics or food and restaurant management; or
  - b. Possession of an associate degree in applied science issued with completion of a two-year course in a technical institution with specialization in food, nutrition or institution management and four years of experience in large quantity food management in a hotel, restaurant or institution; or
  - c. Graduation from high school and eight years of experience in large quantity food management in a hotel, restaurant, or institution; or
  - d. Any equivalent combination of training and experience.
3. Proved planning and operational management skills and the ability to be productive in upgrading and maintaining an effective cafeteria operation.
4. Have the ability to perform essential functions.
5. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Able to climb stairs.
3. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
4. Is able to withstand emotional stress.
5. Can tolerate many types of situations and personalities.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

**Essential Functions:**

The Cafeteria Supervisor will:

1. Communicate effectively in English both verbally and in writing.
2. Be able to comprehend technical information relevant to school maintenance and transportation systems.
3. Be capable of interpreting and presenting technical information in a manner which is understandable to the general population.
4. Have the interpersonal skills necessary to work effectively with all levels of personnel.

5. Read and research current educational trends relevant to the various aspects of the position and disseminate pertinent information to staff.
6. Set an example of a stable emotional climate for parents, staff and students to model.
7. Observe, evaluate and motivate cafeteria staff.
8. Prepare an adequate budget to meet the needs of the district's cafeterias.
9. Ensure a safe and stable environment for students and staff.
10. Lead staff to maximize work efficiency.
11. Be computer literate.
12. Able to lift items/boxes up to 50 pounds.

**Duties:**

The Cafeteria Supervisor will:

1. Supervise the operation of the school lunch program for all schools in the district.
2. Plan menus with due regard for nutritional values, acceptability and budgetary limitations.
3. Determine requirements and orders for foods, supplies and equipment.
4. Supervise and train cafeteria personnel, make staff assignments, and evaluate work performance.
5. Supervise the collection of daily receipts and be responsible for the bank deposits.
6. Maintain approved standard of sanitation, health and safety in all cafeteria kitchen areas.
7. Make periodic visits to school kitchens to ensure proper operations.
8. Supervise the reception, inspection, storage, distribution and maintenance of inventories of all supplies.
9. Provide information to school staff, students and community agencies which will provide the best possible understanding and participation in the school lunch program.
10. Prepare layouts and make recommendations for maintenance of and additions to cafeteria equipment and facilities.
11. Participate in the advertising, interviewing, and hiring of new employees according to administrative regulations.
12. Maintain adequate financial records at all times and know the appropriate fiscal position of the cafeteria operations.
13. Prepare, submit and maintain the cafeteria budget including all items of revenue.
14. Prepare and file all necessary reports with governmental agencies.
15. Work directly with the Business Administrator in coordinating the financial operation of the cafeteria.
16. Perform any other duties as assigned by the Business Administrator and Director of Human Resources.

**Evaluation:**

Performance of the position of Cafeteria Supervisor will be evaluated by the Business Administrator and the Director of Human Resources.

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POSITION: **CHIEF OF POLICE**

REPORTS TO: Director of Human Resources

**Qualifications:**

1. Must have a minimum of ten years of experience in law enforcement.
2. Must have a minimum of five years of experience in a supervisory position.
3. Be an American citizen or qualified alien.
4. All clearance and trainings will be in accordance with state regulations.
5. Meet all local, state, and federal qualifications.
6. Possess Act 120 clearance.
7. Must have received training as a School Resource Officer
8. Must have ability to work well and effectively communicate both verbally and in writing with staff and administrators.
9. Must have the ability to perform essential functions with a clear understanding of the Justice System.
10. Must be familiar with and make recommendations for Emergency Plans for all district campuses.
11. Must have the ability to act independently and make critical decisions based on knowledge and experience.
12. Must be able to relate, in a positive manner, with youth, parents, and school personnel.
13. Must be able to supervise subordinates.
14. Must be a certified D.A.R.E. Instructor.
15. CPR, First Aid, and AED Certified.
16. Must complete yearly state reports – assist administrators on Safe Schools Report.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Be able to remain calm and give clear, concise, and appropriate directions when faced with volatile or potentially volatile situations.
3. Be able to prepare a budget for equipment and supplies.
4. Provides assistance in implementing sound crime, drug, safety and violence reduction programs.
5. Maintain a professional attitude.
6. Be able to lead classroom instruction based on training and experience.
7. Can tolerate many types of situations and personalities.
8. Demonstrate the facilitative quantities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.
9. Is able to withstand emotional stress.

**Essential Functions:**

The Chief of Police shall:

1. Plans and directs the implementation of the department's short-term and long-term goals, objectives, and strategies.

2. Writes monthly reports on departmental activities.
3. Keeps organized records on management system.
4. Directs and participates in police training programs.
5. Determines training needs for officers.
6. Assists with employment, retention, and promotion decisions.
7. Keep an inventory of and secure all evidence collected.
8. Work safely without presenting a direct threat to self or others.
9. Attends and monitors School Board Meetings at the request of the administration.
10. Sits in on interviews and selection process of police officers.
11. Performs background investigations of prospective Police Department personnel.
12. Lead staff to maximize work efficiency.
13. Read and research current school safety and security trends relevant to the various aspects of the position and disseminate pertinent information to staff.
14. Evaluate safety and security of buildings and grounds.
15. Ensure a safe and stable environment to student and staff.
16. Recommend enhancement programs for subordinates.

**Duties:**

1. Assist administrators with major disciplinary issues.
2. Walk hallways and attend group events.
3. Assure buildings are secure; i.e. doors, etc.
4. Train administrators and professional staff on Lockdown and Evacuation Procedures, etc.
5. Manage on-campus parking; i.e. parking stickers, egress, etc.
6. Produce written documents with clearly organized thoughts using proper grammar and punctuation.
7. Assists administrators in deciding appropriate reactions to difficult situations.
8. Make criminal arrests and testify in court proceedings when appropriate.
9. Receives and investigates complaints concerning subordinate personnel, and if warranted assists school administrators with disciplinary actions.
10. Responds to emergency calls, such as major incident scenes and ultimately assumes command of the scene, unless or until relieved by local or state police.
11. Counsels with disruptive/problem students.
12. Confers with school staff and administrators to discuss matters of mutual concern, plan for special needs and events.
13. Report to administrators on progress and findings of investigations and gives professional advice on police related matters.
14. Subject to off duty call-out and responding to calls assisting other officers and/or administrators in the event of an emergency.
15. Gives lectures/seminars and classes on drug prevention programs (D.A.R.E.).
16. Review police officer's Daily Activity Logs and Incident Reports.
17. Enforces and/or supervises the enforcement by Police Department personnel, of school district policies, as well as, local, state, and federal ordinances.
18. Provide assistance in implementing sound crime, drug, safety, and violence reduction programs.

19. Perform metal detector checks; i.e., buses and individuals.
20. Provide law enforcement presence to prevent crimes on school property.
21. Review video surveillance monitors.
22. Develop appropriate relations with student body.
23. Provide crowd control for after school activities and events.
24. Participate in parent-teacher association meetings.
25. Serve as a source of law enforcement related information to students, parents, and staff.
26. Develop and maintain a thorough understanding of the Memorandum of Understanding between the school and both local and state police.
27. Perform truancy duties as assigned.
28. Perform any and all duties that a school police officer performs.

**Evaluation:**

Performance of the position of Chief of Police will be evaluated by the Director of Human Resources.

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